



Eric Holcomb, Governor
State of Indiana

Indiana Bureau of Developmental Disabilities Services

BDDS POLICY

Budget Modification Request Timeline

Policy Number: 2017-03-B-001

Effective Date: April 3, 2017

Revision History: N/A

Purpose: To clarify the Budget Modification Request (BMR) process by implementing standards and a timeline for the providers, case managers and the BDDS staff.

Scope: BDDS staff, providers, case managers and individuals served

Policy Statement(s):

Budget Modification Requests must be filed within forty-five (45) calendar days of the event or status change.

The following is a suggested timeline for filing a Budget Modification Request (BMR). While providers, individuals and support teams do not have to follow this exact timeline, the process must be completed within forty-five (45) calendar days of the qualifying event:

1. An event or status lasting longer than fourteen (14) consecutive days is eligible for BMR review by the Personal Allocation Review (PAR) unit.
2. The provider notifies the individual's case manager of the identified status change within seven (7) days of identification of a fourteen (14) consecutive day event or status resulting in a potential need for budget modification.
3. The case manager coordinates and documents with the individual's individualized support team of the proposed modification within fourteen (14) days of receipt of the notice from the identifying provider.
4. The case manager collects and submit BMR information and request within ten (10) days of the meeting with the individual's team via the format and required documentation noted in the current BDDS data entry system.
5. The individual's BDDS district office must provide an initial response to the team's BMR request within seven (7) days of receipt.

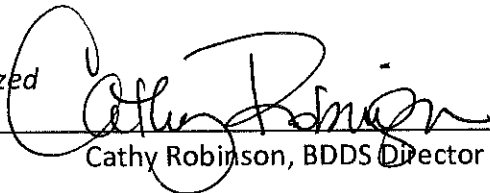
6. The BDDS central office must provide an initial response within seven (7) days of the district office's approval of the request.

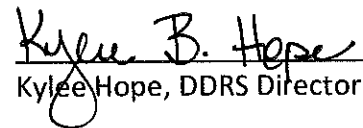
Definitions:

"Budget Modification Request" or "BMR" means a temporary request for funds in addition to the approved allocation and notice of action (460 IAC 13-3-5)

"Temporary Change" means a change lasting at least fourteen consecutive (14) days but no longer than ninety consecutive (90) days.

References: 460 IAC 13-3-5
460 IAC 13-4-1
BDDS Policy 2017-03-B-002

Authorized by:  on: 4/3/17
Cathy Robinson, BDDS Director Date


Kylee Hope, DDRS Director